

**ELK GROVE COMMUNITY SERVICES DISTRICT
MINUTES OF A REGULAR BOARD MEETING
Tuesday, February 17, 2004 – 6:30 p.m.
EGCSD Administration Building**

ATTENDANCE:

Directors present included Gerald Derr, Doug McElroy, Elliot Mulberg, Pat Perez, and Elaine Wright. General Manager Rita Velasquez, Fire Chief Keith Grueneberg, and Administrator of Parks & Recreation David Wigginton were also in attendance. Administrative Services Director Jeff Ramos was on vacation.

A. CALL TO ORDER/PLEDGE OF ALLEGIANCE

1. President Perez called the meeting to order at 6:30 p.m. and welcomed everyone to the meeting.
2. Chief Grueneberg led the Pledge of Allegiance.

B. ANNOUNCEMENTS/PRESENTATIONS

1. Chief Grueneberg, along with Fire Department personnel shared with the Board the “Humane”itarian award bestowed upon them by the Sacramento Society for the Prevention of Cruelty to Animals for the recent rescue of a kitten trapped in the front suspension system of an Aerostar minivan.
2. Chief Grueneberg also shared with the Board an appreciation plaque received from the Courtland Fire Protection District thanking the CSD Fire Department for mutual assistance provided at the agricultural storage facility fires in the communities of Courtland and Hood.
3. General Manager Velasquez briefly reviewed bond and ballot measures on the March 2, 2004 ballot, which include: Proposition 55, the Kindergarten–University Public Education Facilities Bond Act of 2004; Proposition 56, which would enable budget-related bills to pass with a 55% vote from the legislature, instead of the two-thirds votes currently needed; and Propositions 57 & 58 – the California Balanced Budget Package – Proposition 57 would refinance past deficits at a time of historic low interest rates and Proposition 58 would insure California lives within its means in the future. The Local Government Ballot Initiative to ensure that local revenues remain with local governments and are used for local services is in the signature gathering process to qualify for the November 2004 ballot.

C. COMMUNICATIONS FROM THE PUBLIC

1. NONE

D. CONSENT CALENDAR

1. The Board approved the February 3, 2004 minutes of a regular Board meeting. McElroy–Derr, unanimous.
2. The Board adopted Resolutions No. 2004–05 and 2004–06, authorizing the General Manager to execute for and on behalf of the EGCSD, any actions necessary for the purpose of obtaining federal financial assistance under the 2002 California State Domestic Preparedness Program and the 2003 State Homeland Security Grant Program. McElroy–Derr, unanimous.

3. The Board approved Resolutions No. 2004-07, 2004-08, and 2004-09, granting an underground right-of-way and consent to easements to SMUD for the installation of a natural gas pipeline along the eastern side of Franklin Boulevard, from Elk Grove Boulevard south to Poppy Ridge Road. McElroy-Derr, unanimous.
4. The Board awarded the contract for the Laguna West Tree Removal Project to Tree Pros Arboricultural Services for the amount of \$28,650, plus 5% for contingencies. McElroy-Derr, unanimous.
3. The Board received and filed the December 31, 2003 quarterly investment report for the Local Agency Investment Fund (LAIF).
4. The Board authorized the District to invest monies with PFM Asset Management L.L.C. and authorized the General Manager to execute all necessary documents. McElroy-Derr, unanimous.
7. The Board approved the reclassification of a Park Maintenance Worker II position to Crew Leader for Elk Grove Regional Park. McElroy-Derr, unanimous.
8. The Board ratified payment of the January 2004 bills and payroll for the EGCSD, with the stipulation staff will review certain bills that were allocated to the District-wide L&L budget. The Board also received and filed the Budget Status Reports for the month of January 2004. McElroy-Derr, unanimous.

E. ADVERTISED PUBLIC HEARINGS

1. NONE

F. PUBLIC HEARINGS

1. NONE

G. STAFF REPORTS

1. The Board received a brief report from Fire Marshal Steve Foster on changes made to the District's Standard Operating Procedures with regards to Burn Permit Regulations:
 - a. To effectively deal with the need to revise the no burn boundaries in our urban areas – three categories of burn areas were created: no burn area which mimics the existing no burn area, limited burn area, and open burn area;
 - b. The limited burn area is restricted to burning during winter months only and on parcels with a density of less than one dwelling unit per acre and 100 feet from wood shake roofs on an adjacent parcel;
 - c. Special burn permits, agricultural burn permits, and no burn area, and open burn areas have no changes to their requirements except for the State ban on burn barrels;
 - d. Smoke complaints may be cause for the revocation of the burn permits;
 - e. Warnings about financial liability for violating the terms of the permit are added along with verbiage on the banning of burning household waste in barrels;
 - f. Pile size for waste vegetation was increased from 3'X3' to 10'X10' for a more realistic approach to pile management.

Staff will look into Director Mulberg's suggestion to discard the list of items that cannot be burned and only list the items that can (vegetative materials) in the policy; research whether Chief Grueneberg has the authority to change the no burn area within the boundaries of the District; and work with the City to see if verbiage could be added to development agreements where properties would automatically become part of the no burn area once the development map is filed.

2. General Manager Velasquez reviewed the Board's Vital Few Goals for Fiscal Year 2003–2004 and indicated although progress has been made in many areas, it is anticipated some of the goals will be continued into the next fiscal year and/or become on-going projects. Rita stated it was important to note that several major projects were added to this year's Goals, including the development of additional parks, as well as the Fire Station 74 addition/renovation.

Focusing tonight on the Vital Few for Fiscal Year 2004–2005, Rita stated the following Goals are in line with the Board approved Master Plan and are also in line with previous directions of the Board:

LONG TERM FINANCING

- ☐ Insure Specific Plan Area Financing Plans (e.g. Laguna Ridge, East Franklin, Lent Ranch, Eastern Elk Grove, etc.), address total costs for improvements and are implemented properly
- ☐ Work with County/City for update to Laguna South Financing Plan
- ☐ Develop/Monitor Infrastructure in conjunction with new development Financing Plans
- ☐ Secure financing for Fire Station 72 and Associated Apparatus
- ☐ Identify funding for Storage Building behind Fire Station 72 in Laguna South (East Franklin) Finance Plan
- ☐ Secure financing for Fire Station 74 Addition/Renovation if necessary
- ☐ Conduct Consolidated L&L Assessment balloting within District-wide Assessment District
- ☐ Secure financing for land for Fire Station 77 once negotiations are complete
- ☐ Secure financing for construction of Fire Station 77
- ☐ Work with City to obtain financing for CSD projects within Community Facilities Districts (Mello-Roos) – Laguna South Area
- ☐ Monitor Wackford Complex loan for early pay-off opportunities
- ☐ Look at consolidating Landscape & Lighting Zones in Laguna West – no vote required

PRE-SCHOOL, AFTER SCHOOL AND OFF-TRACK PROGRAMS

- ☐ Monitor needs for programs and add or delete sites as fiscally appropriate
- ☐ Increase Teen activities

DISASTER PREPAREDNESS PLANNING

- ☐ Continue working on Weapons of Mass Destruction/Anti-Terrorism Programs
- ☐ Disaster Plan Staff Training (on-going)
- ☐ Homeland Defense – continue to evaluate needs; apply for grants
- ☐ Continue working with City on joint emergency operations plan
- ☐ Community Emergency Response Teams (CERT) Implementation
- ☐ Enhance target facility site maps to electronic format in fire apparatus

REVENUE ENHANCEMENT

- ☐ Continue review and monitoring of existing "fees for service" for competitiveness and cost recovery (Fire and Parks Plan Check fees, ambulance fees, recreation fees, etc.)
- ☐ Research possible Park/Corridor Inspection Fees for cost recovery
- ☐ Ambulance fee enhancement to fund EMS captain
- ☐ Pursue grant funding options (Prop 10, 12, 40, Trails, T.O., Habitat, Fire/ Emergency Services, Homeland Security, etc.)
- ☐ Pursue State funding for capital improvements/equipment
- ☐ Continue to seek sponsorships and partnerships for programs and facilities
- ☐ Work with City and EPS to determine feasibility of rezone park development fee within Laguna area

- ☐ Secure and implement fire service grants
- ☐ Determine feasibility of charging out-of-district fees.

JOINT USE FUNDING FOR MAJOR PROJECTS/PROGRAMS

- ☐ Work with school, county, SMUD, Library, City of Elk Grove, etc. for joint use/funding for facilities
- ☐ Work with County for improvements to Elk Grove Park
- ☐ Work with City on joint funding for collaborative projects
- ☐ Continue to research public/private partnerships/collaborations
- ☐ Work with County/Library to share costs of water line main to Admin Bldg site for Fire Sprinkler System and landscaping on west side of Admin Bldg
- ☐ Continue to explore the possibility of joint use of specific critical emergency facilities with EGPD (i.e. joint Emergency Operations Center, etc.)

ESTABLISH/CONTINUE TO AUGMENT RESERVES & PLAN FOR MAJOR CAPITAL PROJECTS

- ☐ Review Capital Replacement Plan/Reserves (C.R.P.) for major facilities/equipment replacement, identify funding and determine priority of Projects
- ☐ Identify additional funds for renovation/addition to Administration Building pending Water Line installation
- ☐ Develop and begin implementation of a mobile data terminal replacement program for Fire Department's emergency vehicles, equipment and buildings

INTERNAL EFFICIENCIES AND EFFECTIVENESS

- ☐ Upgrade EMS outdated Defibrillators – need 12 lead defibrillators
- ☐ Continue monitoring and assessing for most effective and efficient use of staffing and resources
- ☐ Improve information technology (broadband connectivity) throughout District operations including radio towers at Fire Stations
- ☐ Archiving files to reduce need for storage space and quicker access through technology
- ☐ Review and revise where necessary, the Fire Department Master Plan
- ☐ Prepare and implement Recreation Services Master Plan
- ☐ Review and revise Parks Department (Parkland) Master Plan

FIRE STATION 72 RELOCATION

- ☐ Construct and Rededicate Relocated Fire Station 72
- ☐ Order and take delivery of new Engine and Water Tender for relocated Fire Station 72
- ☐ Add Storage to rear of building for trailers/vehicles

INCREASE PUBLIC AWARENESS & IMAGE

- ☐ Monitor on-line registration for effectiveness
- ☐ At least Monthly newspaper articles about District and its services
- ☐ Involvement and attendance at CSD (Park Dedications, BMW Complex dedication, Fire Station 72, etc.) and other Special Events
- ☐ Continue to expand "Partners for Parks" program
- ☐ Promote "Come Explore, Experience More" marketing campaign as a unifying symbol for the CSD's benefit to the community
- ☐ Quarterly or semi-annually mail "Public Education/Image Cards" to each residence in the District
- ☐ Continue to provide park plans to new development sales offices

PROACTIVELY LOOK AT CSD OPTIONS WITH CITY OF ELK GROVE

- ☐ Staff continue to attend City Council, Planning Commission, Elk Grove Water Service, etc. meetings and report on pertinent issues
- ☐ Staff continue working closely with city departments for potential collaborations and partnerships
- ☐ CSD Board President meet with Mayor

RECREATION ACTIVITY PROGRAMMING

- ☐ Monitor needs of community and develop programs to meet those needs
- ☐ Review Youth Sports use of fields, impact to District, and needs
- ☐ Evaluate facility options for expanding pre-school and leisure class offerings
- ☐ Implement programs, which address the diverse community needs, such as the "Community Play Day"

OPERATION OF WACKFORD COMPLEX

- ☐ Opening, Dedication and begin operations of Wackford Aquatic/Community Complex

STAFFING FOR OPENING OF WACKFORD AQUATIC/COMMUNITY COMPLEX

- ☐ Recruit necessary additional staff (i.e. lifeguards) for opening/operation of Wackford Aquatic/Community Complex

OPERATION OF FIRE TRAINING FACILITY

- ☐ Opening of Fire Training Facility and ramp up operations

LEGISLATIVE ISSUES

- ☐ Staff continue to monitor issues at the state, i.e. new legislative bills, state budget, etc. to determine, and take action if necessary, with respect to items relevant to the CSD
- ☐ Work closely with CSDA on "Local Taxpayers and Public Safety Protection Act"

PARK CONSTRUCTION

- ☐ Laguna Community Park Aquatic Complex/Community Center under construction – scheduled to open August 2004
- ☐ Pinkerton Park (Park Meadows North) – ON HOLD
- ☐ Rau Park (Sheldon Partnership) – Dedication August/September 2004
- ☐ Johnson Park, Phase II – Complete August/September 2004
- ☐ Ehrhardt Home Phase I – Researching Funding
- ☐ Ehrhardt Oaks 2.1 ac Park #4 – Dedication April/May 2005
- ☐ Caterino Park Tot Lot – Complete September/October 2004
- ☐ Bradford Park (Franklin Meadows 3.1 ac Park #10) – Dedication August/September 2004
- ☐ Skate Park at Laguna Community Park – same schedule as Aquatic/Community Complex – August 2004
- ☐ Hal Bartholomew Sports Park – Construction to start in 2005 provided funding has been identified
- ☐ Fales Park (On Hold awaiting street frontage)
- ☐ Emerald Greens Park (On Hold)
- ☐ Wright Park (Elk Grove Crossing/Heritage – EEG #2) – Construction begin in FY 2004–05; Dedication Scheduled October/November 2005
- ☐ Lewis Park (Windsor Downs – EEG #5) – Dedication August/September 2004
- ☐ Amundson Park (Shadowbrook) – Dedication Spring/Summer 2005 – (Will be priority in the area once construction documents are ready.)

- ☐ Keema Park – Dedication August 2004
- ☐ Johnston Park – Dedication September/October 2004
- ☐ Kramer Park (Laguna Meadows) – Dedication September/October 2004
- ☐ Backer Ranch Park – Dedication April/May 2005
- ☐ Berens Park (Sonoma Creek) – Dedication July/August 2004
- ☐ Del Meyer Park – Complete July/August 2004
- ☐ Morse Park – Construction 2005; Dedication April/May 2006
- ☐ Miles Park – Dedication April/May 2005
- ☐ Laguna Meadows Park – Dedication April/May 2005
- ☐ Park Site #8 (EEG) – 20 ac. Park – only have 10 ac. at this time
- ☐ Restrooms at Jones/Strong/Rau/Johnson Parks – July/August 2004
- ☐ Elk Grove Park Road Repair/Restrooms – August/September 2004
- ☐ Arcadian Village Park – Construction 2005; Dedication April/May 2006
- ☐ McConnell Park Tennis Courts – Researching Funding
- ☐ Participation in City planning process to ensure Trails Master Plan is followed and identify linkages
- ☐ Acquire land for a park site in East Elk Grove area

TREE MAINTENANCE PROGRAM (URBAN FOREST MANAGEMENT PLAN)

- ☐ Implement and monitor maintenance

FIRE PREVENTION

- ☐ Open counter more hours by rescheduling staff
- ☐ Possibly staff City Building counter with inspector (City funded)
- ☐ Prepare I-5 Safety Plan
- ☐ Prepare/implement Open Space Fire Management Plan
- ☐ Review feasibility of full time public education officer
- ☐ Add one fire inspector if Lent Ranch Mall is plan checked this year (costs covered by Lent Ranch Mall)

NEW FIRE STATION 77

- ☐ Secure land for Fire Station 77 in the Laguna Ridge area, pending adoption of the Specific Plan for Laguna Ridge

NEW FIRE FIGHTERS AND FF/PARAMEDICS FOR 4TH AMBULANCE

- ☐ Conduct fire fighter and fire fighter/paramedic recruitment process to hire 9 new growth positions to staff 4th full-time ambulance for East Franklin/Laguna Ridge area (provided ambulance revenues are sufficient to support 4th ambulance)

SEPARATELY STAFFED TRUCK COMPANY AT FIRE STATION 74

- ☐ Conduct fire fighter and fire fighter/paramedic recruitment process to hire staffing for truck company at Fire Station 74

ADDITION/RENOVATION OF STATION 74 FOR TRUCK COMPANY

- ☐ Addition/Renovation of Fire Station 74 (Laguna) in preparation of separately staffed truck company

INFORMATION TECHNOLOGY/WEBSITE

- ☐ Install computers/telecommunications equipment in Relocated Fire Station 72 and connect to System
- ☐ Install computers/telecommunications equipment in Barbara Morse Wackford Aquatic and Community Complex and connect to system

- ☐ Review wireless communications test between EGCSO Building & portable for effectiveness for connectivity without monthly costs
- ☐ Upgrade the speed of the connections at all CSD sites
- ☐ Reorganization of web site pages to better reflect District programs and offerings
- ☐ Addition of new web site pages to reflect new District Facilities (Training Facility, Wackford Complex, etc.)
- ☐ Update the web site regularly to reflect current news and seasonal highlights by the District
- ☐ Determine if special hardware or software is needed to enhance speed and connection to the CSD web site to make it work more efficiently

CONTRACT MANAGEMENT – WILTON FIRE PROTECTION DISTRICT

- ☐ Fire Department Administrative and Operational Management
- ☐ Administrative Services Department Financials (payroll, accounts payable and receivable) – and withdraw from County system
- ☐ Assist with Fire Station 82R (relocation) construction
- ☐ Agreement to provide Plan Checking

INSTALL EMS LAB FACILITY

- ☐ Install modular facility at Fire Training Facility site for housing of medical equipment (manikins, etc.) and conducting training (funded with Ambulance Fees)
- ☐ Develop and implement Medic Training Program at Fire Training Facility

CSD ADMINISTRATION BUILDING

- ☐ Interior remodel of Fire Department and Administrative Services Department offices to accommodate staff
- ☐ Install new HVAC system and Fire Sprinkler to also allow for coverage in expansion of building
- ☐ Negotiate purchase of additional land behind building
- ☐ Begin construction drawings for needed addition and ADA access to CSD Administration Building
- ☐ Look at an alternative to the existing air freshening system for environmentally sensitive residents

REVIEW OPERATIONS OF TRAINING FACILITY AND MAINTENANCE SHOP

- ☐ Maintenance shop is opening up 2nd repair bay with truck lifts
- ☐ Review operations of both facilities to determine effectiveness

The Board concurred the Vital Few Goals for Fiscal Year 2004–2005 is an ambitious and aggressive plan that responds well to a rapidly growing community. President Perez stated he looks forward to working with staff on updating the Master Plan to reflect the additions made to the Vital Few tonight and feels confident the District can achieve all the goals as outlined. He asked staff to identify any obstacles they may encounter to the Board as soon as possible which may require an adjustment in priorities or perhaps re-consideration of existing policies to prevent potential delays in service levels. With that, the Board affirmed the Vital Few Goals and Work Plans for FY 2004–05. Mulberg–Wright, unanimous.

3. The Board reviewed the EGCSO mid-year budget report for FY 2003–04; and approved staff and the Budget Committee's recommendation to adhere to the approved Master Plan and to take into the account the revised FY 2004–05 Vital Few Goals in preparation of the EGCSO FY 2004–05 budget. Wright–Mulberg, McElroy, Perez – yes. Director Derr stepped out of the room and was unavailable for the vote.

4. The Board reviewed the District Wide Landscape & Lighting Assessment District mid-year budget report for FY 2003-04; and approved staff and the Budget Committee's recommendations to prepare/conduct consolidated balloting; review consolidation of benefit zones where reasonable; assessments be maintained at the maximum approved level for most benefit zones; and identify benefit zones that can pay down the Barbara Morse Wackford Aquatic/Community Complex debt early during the FY 2004-05 budget process for the District Wide Landscape & Lighting Assessment District. Mulberg-Wright, unanimous.

H. BOARD OF DIRECTORS BUSINESS

1. Fire Committee – Director McElroy – No report.
2. Parks & Recreation Committee – Director Wright stated the Committee met earlier tonight and will have to meet several more times before a recommendation can be forwarded to the Board with regards to fees for out-of-district resident fees.
3. Budget/Finance/Insurance Committee – Director Mulberg stated budget-related items discussed at their last meeting were approved tonight.
4. Policies & Procedures Committee – Director McElroy – No report.
5. Strategic Planning Committee – Director Derr – No report.
6. Fire Communications Board – Director Derr reported things are running extremely smoothly at the Com Center. Out of 85 applications received for the position of the Com Center Manager, three applicants will be invited to complete the recruitment process.
7. Senior Center Board – President Perez stated the Senior Center Board will meet next Tuesday and he will report on items discussed at the Transportation Committee meeting this Thursday.
8. Sacramento Council of Parks & Recreation – President Perez asked this Committee be deleted from this category due to the fact the Council has not met in the past four years
9. Local Agency Formation Commission (LAFCo) – Director Mulberg reported items deferred included the City of Sacramento, the annexation of the Airgas property, the West Sacramento and the Waste Water Treatment Plant. Items reviewed included LAFCo's budget and shared cost analysis. Finally, Elliot reported the Special District Advisory Committee, a standing committee approved by LAFCo met for the first time, with about 12 representatives from different districts in attendance.
10. Sacramento County Treasury Oversight Committee – No report.
11. Miscellaneous Reports – President Perez reported Governor Schwarzenegger has put together a task force to streamline government efficiencies to eliminate duplication of services by local and state agencies and felt this would be a good opportunity for the District to provide input for improving state government delivery of services.

I. COMMUNICATIONS FROM THE PUBLIC

1. NONE

J. IDENTIFICATION OF ITEMS FOR FUTURE MEETING

1. NONE

K. ADJOURNMENT TO EXECUTIVE SESSION

1. NONE

L. EXECUTIVE SESSION

1. NONE

M. ADJOURNMENT

With no further business, President Perez adjourned the regular meeting at 8:30 p.m.

Respectfully submitted,

Rita K. Velasquez
Secretary of the Board